

## COVKC Batch Enrollment for a Event in the Past

[Advanced Search](#)

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Shopping Cart \(0\)](#) | [Site Help](#)

Welcome, DSS Roanoketraining01 | [Logout](#)

[My Workspace](#) | [Learning Center](#) | [Reference Center](#) | [Collaboration Center](#) | [Administration](#)

[Home](#) >> [Administration](#) >> [Manage Training](#) >> [Classroom](#) >> [VDSS: VACMSL1020-Virtual I...](#) >> [Manage Enrollment](#) >> [Batch Enroll Users](#)

### VDSS: VACMSL1020-Virtual Instructor Led Training

Click "Enroll" on the tab below to search for users, organizations or roles and then enroll users in a course section. Click "Waitlist" on the tab below to search for users, organizations or roles and then waitlist users for a course section.

Search

Enroll | Waitlist

Enter search criteria in the User Search area. Enter search criteria in the Section Search area if the desired sections are not already displayed in the Sections List. Click Search. Select users, select a section and click Enroll.

User Search

Last Name

First Name

User SearchThis Domain Only

Role

U.S. State

Activity

Section Search

Section StatusPast

Section Start Date

Section End Date

Search

Disable Email Trigger

Yes

No

\* Arrival Date

01/01/2013

\* Departure Date

01/02/2013

Number of Breakfasts:

0

Number of Lunches:

0

Number of Dinners:

0

Last Meal Date:

01/02/2013

Users List

Sections List

When you are batch enrolling for a event in the past you must pick Past in the drop down menu.

Click the calendar icon for the section start and end date.

[Return](#)